

EXTERNAL AND INTERNAL REQUESTS FOR COPY OF MICROFILMED PLAN

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The microfilming of all ((LRC) PSD plans in Vault I has been completed. To make full use of the microfilmed plans, all external and internal requests for plan copy will be coursed through the Micrographics and Computer Division effective April 2, 1990.

By using the microfilmed plan:

1. safety and security of the original plan is maintained,
2. deterioration due to handling of the paper document is reduced, and
3. misfiling of the plan document is minimized.

Henceforth, all officials and employees of LRA Central Office are prohibited from bringing out plans from Vault I, except authority of the Chief, Consolidation Subdivision Division.

Strict compliance herewith is enjoined.

Adopted: 28 March 1990

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Administrator

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